

### **3354:1-30-11 Policy on Faculty Workload**

(A) In order to maintain instructional workload standards consistent with the Chancellor of Higher Education and clear guidelines for acceptable undergraduate instruction, Cuyahoga Community College (“College”) subject to change pursuant to standards set forth by the Chancellor of Higher Education has developed this Faculty Workload policy that keeps with the College’s mission, values, and dedication to instructional excellence and student development.

#### **(B) Definitions**

1. The “standard academic semester” for all faculty is normally sixteen (16) weeks or eighty (80) days (including instruction, evaluation and holidays).
2. The “standard academic week” is a minimum of 37.5 hours of defined responsibility, divided equally, under ordinary circumstances, Monday through Friday, with adjustments in the schedule made for evening and weekend assignments.
3. “Equated semester unit” (“ESU”) is the college-wide standard unit of measurement for calculating the direct instructional assignment of faculty credit hours as defined under federal law and the amount of lecture presentation or other instructional modalities required.
4. “Workload is the number of ESU’s per faculty, per academic semester and can include direct instruction or reassigned time.
5. “Equivalent activities” are additional professional responsibilities performed by members of faculty for which they will receive ESU’s.
6. “Instructional assignments” are work other than lecture presentation for which the College provides ESU’s.
7. “Faculty” are all full-time and part-time faculty which includes:
  - a) “Bargaining Unit Members (i.e. full-time tenure-track and tenured) faculty members, including instructional faculty, librarian faculty and counseling faculty as defined in the CCC-AAUP collective bargaining agreement.
  - b) Contracted full-time lecturers; and
  - c) Adjunct faculty who are part-time contractual instructional, counselor or

librarian.

(C) Credit Hours and Workloads

1. Generally, one (1) credit-hour of lecture presentation (i.e. lecture hour of class meeting per week) will equal one (1) ESU per academic semester. Exceptions to this standard are as follows:
  - a) English 1010 and 1020, which shall receive 1.2 ESU's for each lecture hour of class meeting per week.
  - b) Non-clinical laboratory hours shall receive .85 ESU's for each lecture hour of class meeting per week (one laboratory hour is fifty (50) minutes).
  - c) Nursing clinical hours, including campus-based onsite clinical hours shall receive 1.0 ESU's for each clinical hour per week.
2. Determination as to lecture, laboratory or other instructional classification of a course shall be based upon the Board-approved course description contained in the official College catalog or otherwise officially approved by the Board.

(D) Workload Minimum Standards

1. Full-time instructional faculty whose principal appointment is in an associate degree department/program, with no, or limited, baccalaureate activity, should have undergraduate teaching as their major responsibility though some full-time faculty may have unique institutionally assigned administrative responsibilities in addition to professional development and service as part of their workload expectations.
  - a) Full-time instructional faculty with institutionally designated responsibilities are expected to devote at least 75 percent of their total workload to teaching related activities.
  - b) Other full-time instructional faculty are expected to devote at least 80 percent of their total workload to teaching related activities, with the remaining devoted to professional development and service.
2. Full-time non-instructional faculty such as counselors and librarians are responsible for assigned duties and responsibilities assigned within the thirty-seven and one-half (37.5) hour standard academic week. These professional

duties and responsibilities will be discharged and accounted for on campus or at other College-assigned locations where scheduled activities are conducted.

- a) Full-time tenured and tenure track non-instructional faculty may teach up to a maximum of three (3) semester hours each in fall and spring terms as part of the normal workload within the 37.5 hour week.

Additional courses taught beyond the three (3) semester hour limit are paid at the adjunct faculty rate, and would occur outside of the scheduled 37.5 work week.

3. Full-time instructional faculty whose principal assignment is in a program/department that serves a baccalaureate degree program should have teaching as their major responsibility as well but are expected to devote at least 70% of their total workload to teaching activities. The balance of workload should be devoted to service or professional development.
4. As not all full-time faculty assignments will fit into workload standards defined above, the appropriate proportion of a full-time faculty member's workload to be devoted to teaching related activities or non-instructional duties will be determined by the dean, and any exceptions to the above workload standards will be reviewed and can be approved by the chief academic officer. Considering Section G (Special Cases) of the Ohio Department of Higher Education Standards for Instructional Workloads, teaching assignments and workload exceptions for these positions will be determined by the Executive Vice President of Academic Affairs.
5. Each member of the instructional faculty will be responsible for teaching a standard of 30 ESU's per academic year with a minimum of 9 and a maximum of 18 ESU's per academic semester. Other instructional assignment arrangements will be permissible so long as the total number of assigned ESU's is maintained.
6. The College may equalize individual member instructional assignments over a two-year period if the College deems it appropriate. A faculty member may carry over a maximum of 3 ESUs to the following year. A faculty member's ability to draw upon carryover ESU's will not supersede the administration's right to assign workload providing such an assignment does not result in the faculty member

having to accept part-time pay.

7. No full-time faculty member will accept an overage of more than 14 ESUs per academic year without the Executive Vice President of Academic Affairs' permission.
8. Equivalent Activities
  - a) Members of the full-time contracted faculty may be assigned committee responsibilities, departmental responsibilities, community service responsibilities, responsibilities relating to students (activity and educational advising) professional improvement leaves, CCC-AAUP leadership, Joint Faculty Senate Council participation, faculty coordination, reassignments to administrative roles, and other professional responsibilities consistent with the mission and role of the institution. Such assignments shall be undertaken by the faculty as a part of their professional assignment. These indirect workload assignments will be made on a rotating basis when feasible and will be accounted for within the established professional assignment system of the College and acknowledged in writing. These equivalent activities will be assigned ESU's consistent with section (C) above.
  - b) The College will provide a minimum of 200 ESU's per fiscal year for those functions determined to further enhance the instructional/instructionally related processes of the institution, with at least 20 of these to be applied to student success, innovations and initiatives. The intent is that all 200 ESU's be awarded each year. A joint administration and CCC-AAUP committee has established standards and set the criteria for the types of projects and activities for the granting of faculty members' requests for 200 reassigned ESU's and reviews the actual reassignment of ESU's to faculty members.
9. Adjunct faculty are responsible for instruction and/or rendering other non-instructional services to the College and the activities directly related to instruction or other non-instructional services including, but not limited to, classroom instruction, customized course development, course preparation and evaluation, serving as librarian, counseling students and attending conferences called by the College, including department

meetings.

- a. Adjunct faculty will be employed only on a limited, non-continuing basis for any one or two semesters or assignments during one academic year.
  - b. Adjunct faculty are not eligible for advancement in rank, professional improvement leave, tenure, seniority, any special consideration or credit toward subsequent employment, or any other privilege or benefit related to College employment unless expressly granted in a contract.
10. Adjunct appointments may be terminated at any time by the College without any liability to the employee, except for payment of services rendered, in the event the College finds:
- a. Insufficient enrollment for the class section(s).
  - b. Insufficient enrollment of a class section(s) assigned to full-time instructors. In this event the class section(s) originally assigned to an adjunct may be reassigned to a full-time faculty member.
  - c. Insufficient need for instructional or non-instructional services, as determined by the appropriate administrator.

A payment of \$50 dollars per person per semester will be made to each adjunct faculty member who is conditionally employed but whose employment is not required because of cancellation of an assignment and who is not otherwise employed by the College.

#### (E) Contract Year and Academic Terms

1. The standard contract year for bargaining unit members consists of 180 paid days between August 1st and the following May 31st beginning with the mutually agreed upon academic calendar.
  - a) These days are comprised of 155 days (31 weeks) devoted to instruction, assessment/evaluation and five (5) holidays. The remaining contract time is comprised of six (6) mandatory days, and additional Faculty Service and Development, which is the nominal equivalent of fourteen (14) days or twenty-eight (28) Service Credits.
  - b) Mandatory days of service for instructional faculty shall commence no

sooner than 10 days after the due date for grades at the completion of the final summer term.

- c) Consistent with the standards by the Ohio Department of Higher Education, classroom instruction/evaluation activities are normally to be completed within the 80-day instructional semester. All classes shall utilize an identifiable finals assessment period for an appropriate academic experience. Exceptions may be made for part of the term and flexibly scheduled courses.
2. Instructional faculty shall normally not be required to make more than three (3) different preparations per standard academic semester, nor more than five (5) per standard academic year. Exceptions to this standard may be necessary in certain subject areas and for certain instructional delivery systems. Such exceptions shall be documented by a written rationale prepared by the respective Deans, in consultation with the faculty member involved. This rationale must be approved by the appropriate Dean and, following approval, kept on file in the dean's office. Full-time contracted faculty may, as time permits, request or be requested to assume an additional assignment(s) for extra remuneration.
  3. Faculty members (including both instructional and noninstructional faculty) shall be offered summer school assignments under the following provisions: A minimum of 60% of base Summer School Instructional Full-Time Equivalent (IFTE) requirements will be filled by regular full-time faculty compensated on a pro-rata basis. Compensation for summer sessions will be based upon 30 ESU's. Both instructional and non-instructional faculty requirements will be based upon the previous summer for the purpose of determining the 60% minimum utilization of full-time faculty.
    - a) The administration and the CCC-AAUP has created a joint committee which reviews and recommends guidelines relative to summer session staffing.
    - b) Summer session staffing will be governed by all appropriate Board policies and the following procedures.
    - c) The contract for instructional faculty employed during either the early or

the late five (5) week summer session will consist of a total of twenty-five contract days. There are twenty-five (25) days of class meetings.

1. The contract for instructional faculty employed during the eight-week summer session will consist of a total of forty (40) contract days. There are forty (40) days of class meetings.
  2. The contract for instructional faculty employed during the ten-week summer session will consist of a total of fifty (50) contract days. There are fifty (50) days of class meetings.
  3. The calendar for non-instructional faculty summer school contract assignments shall be made by March 31 each year.
- d) In order to maintain a certain degree of flexibility in developing class assignments for instructional faculty, a faculty member may teach an overall maximum of twelve (12) ESU's (the maximum under the equity pool system up to seven (7) full-time pro-rata ESUs and five (5) part-time ESUs).
- e) Non-instructional faculty members shall be subject to the dollar equivalent of the ESU limitations specified above, based on the following translation of potential maximum ESUs earnings into non-instructional days: six (6) non-instructional days shall be the equivalent of one (1) ESU. Therefore, a non-instructional faculty member will be limited to a maximum of eighty-four (84) days (14 FT/PT ESU's x 6 days = 84 days maximum) for all summer pro-rata assignments. Non-instructional faculty members who accept any instructional assignment shall have that assignment(s) included as part of their maximum potential earnings on the basis of one (1) ESU = six non-instructional days.
- f) All non-instructional faculty members shall be eligible for 42 pro-rata summer school assignments. One (1) ESU of instruction will equate to six (6) days of noninstructional work.

4. Faculty will carry out workload duties in a professional manner. These include:

- a) Presence at contractual activities (e.g. mandatory day activities, office

- hours, final examinations);
- b) Timelines of contractual activities (e.g. first day syllabi, final grading reporting, academic progress reporting, never attending reporting, early alert leave reporting, responding to student inquiries);
  - c) Clear communications (e.g. syllabi, changes in class activity or faculty schedule); Faculty who repeatedly fail to fulfill the contractual professional responsibility listed above may be subject to College disciplinary policy.

(F) Violations of this Policy

1. The College may take disciplinary action if a faculty member fails to comply with this policy, up to and including as set forth in the Employee Code of Conduct Policy, censure, remedial training, and for-cause termination, regardless of tenure status. Termination under these circumstances must require the recommendation of the Executive Vice President of Academic Affairs, concurrence of the College's president, and approval of the College's board of trustees.

(G) The Executive Vice President for Academic Affairs or their designee, is hereby authorized to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

(H) This policy will be reviewed and updated once every five years from the effective date.

Effective date: December 4, 2025

Prior effective dates: July 10, 2025